



WELCOME ABOARD!

Congratulations on receiving AT/ADT/ADSW orders to Commander Navy Region Mid-Atlantic (COMNAVREG MIDLANT), we want to take this opportunity to welcome you to this dynamic Command, to greet you as a shipmate, and to provide some information that may prove helpful to you especially if you have not had the opportunity to have duty here in the past.

COMNAVREG MIDLANT is an echelon III commander, subordinate to Commander, U.S. Atlantic Fleet and exercises command of

Naval Station (NAVSTA), Norfolk
<http://www.navstanorva.navy.mil/>

Naval Air Station (NAS), Oceana
<http://www.nasoceana.navy.mil/>

Naval Amphibious Base (NAVPHIBASE), Little Creek
<http://www.nablc.navy.mil/>

Naval Weapons Station (WPNSTA), Yorktown
<http://www.nwsy.navy.mil/>

Headquarters Support Activity, U.S. Atlantic Fleet (LANTFLT HEDSUPPACT)

Atlantic Ordnance Command (LANTORDCOM)
<http://www.nwsy.navy.mil/tenants/aoc.html>

Human Resources Office (HRO), Norfolk
<http://www.hronorfolk.navy.mil/>

Navy Public Works Center (PWC), Norfolk
<http://www.norfolk.navy.mil/pwc/index.shtml>

Naval Medical Center (NAVMEDCEN), Portsmouth
<http://www-nmcp.med.navy.mil/>

Naval Dental Center (NAVDENCEN), Mid-Atlantic
<http://www-nmcp.mar.med.navy.mil/ndcmidlant/index.asp>

Naval Support Activity, Mechanicsburg
<http://www.navicp.navy.mil/abouticp/mechanicsburg.htm>

Fleet and Industrial Supply Center (FISC), Norfolk
<http://www.nor.fisc.navy.mil/>

Norfolk Naval Shipyard (NAVSHIPYD), Portsmouth
<http://www.nnsy1.navy.mil/>

Naval Computer and Telecommunications Area Master Station, Atlantic (NCTAMS LANT)
<https://www.nctamslant.navy.mil/nctams1/links.cfm>

Human Resources Office (HRO) Mechanicsburg.

For additional information about the Command your attention is invited to our website at
<http://www.cnrma.navy.mil/>

While the majority of Naval Reservists coming to COMNAVREG MIDLANT will, indeed, be working for Headquarters Staff, others may be performing AT's elsewhere in order to take advantage of their unique skills and / or to provide more meaningful training. In either case, you should have been informed by your Unit's AT Coordinator of the location and nature of your responsibilities while on AT prior to your coming onboard.

Point of Contact

For questions pertaining to your AT please contact the COMNAVREG MIDLANT Reserve Liaison Officer. Should a situation arise in which you are delayed it is important to contact both your unit's AT Coordinator and the COMNAVREG MIDLANT RLO.

COMNAVREG MIDLANT Reserve Liaison Officer:

Work: 757-322-2769
Email: acarper@cmar.navy.mil
Fax: 757-445-9384

COMNAVREG MIDLANT Military Personnel Technician:

Work: 757-322-2823
Email: danixon@cmar.navy.mil
Fax: 757-445-9384

COMNAVREG MIDLANT:

Command Duty Officer (pager): 757-521-9587
Address: COMMANDER
NAVY REGION MID-ATLANTIC
6506 HAMPTON BOULEVARD
NORFOLK, VA 23508-1273

Uniforms

Uniforms are worn daily at COMNAVREG MIDLANT. The required uniform will be dictated by the location of your work center. For E6 personnel and below it would be wise to bring dungarees in addition to your standard summer or winter uniforms. For E7 and higher, khaki is the uniform most frequently worn, however it would be wise also to bring your summer or winter uniforms depending upon the season.

Orders

Be sure to bring your original orders along with any modifications as well as an updated copy of your Page 2 Record of Emergency Data. Prior to departing your home review your orders thoroughly. Ensure that your name, SSN, BAH status, etc. are correct and check to see if you have rental car authorization if needed. If there is something wrong with your orders, contact your Unit AT Coordinator. Also, get the telephone and fax numbers of your Naval Reserve Center and Unit AT Coordinator in case you will need to contact them after you have arrived for your AT.

Financial

Since your pay and allowances will be direct deposited into your bank account, it would be wise to bring a voided check. Also, when you go to your Naval Reserve Center to obtain your orders, ensure that your Reserve Center's Government Travel Charge Card (GTCC) Coordinator has activated your card and that it is operational. Be aware of the rules and regulations governing the use of your GTCC and note your responsibility to pay your bill in full. To avoid potential problems, it is recommended that you keep track of all GTCC charges made in the course of your AT and then using the split-pay option on your travel claim to pay the bill in full. At the end of this document is a table which you may use to keep track of your personal charges.

Vehicle Pass

Because of increased security awareness and heightened Force Protection levels, you will need to have either a permanent sticker or temporary vehicle pass in order to access area installations. Also there is a 100% ID requirement for entrance to the base and many of its buildings including the Navy Exchange, therefore be sure to bring your official Navy ID. To secure a base sticker or temporary pass, you will need to go to the Pass and ID Office which is located on Hampton Boulevard ¾ mile from Gate 2 of the NAVSTA Norfolk. To receive a vehicle pass or sticker, you will need to bring with you your ID Card, drivers license, proof of insurance, and, if one is required in your State, a copy of your State vehicle safety inspection certification.

Berthing

<http://www.navfac.navy.mil/housing/va.htm#NS%20%20Norfolk>

It is your responsibility to secure berthing prior to your arrival. Berthing directions and contact numbers include:

Bachelor Officer Quarters (BOQ): 757-444-4151

Location: Building A-128 on Powhatan Street on NAVSTA Norfolk. Proceed through Gate 2, Powhatan Street is several streets down on your right. The BOQ is in the first building on your left after turning onto Powhatan Street.

Bachelor Enlisted Quarters (BEQ): 757-402-4553

Location: Building J-53 (Carter Hall) on Gilbert Street on NAVSTA Norfolk. Proceed through Gate 2, Gilbert Street is several streets down on your right. Carter Hall will be on your right on the corner of Gilbert Street and Faragut Avenue.

Note: In the event that BOQ/BEQ berthing is not available they will not issue Certificates of Nonavailability (CNA), rather, they will utilize the Navy Lodge or contracted hotels and they will make all arrangements on your behalf.

Check In

- For those performing their AT's at COMNAVREG MIDLANT Headquarters:

You will first need to check in with the Reserve Liaison Officer in office 1310A of Building A at COMNAVREG MIDLANT Headquarters and with the Command MILPERS Manager, Mr. David Nixon in office 1310. Please note that COMNAVREG MIDLANT is not located at NAVSTA Norfolk. If you are on the Base, exit through Gate 2 and proceed straight down Hampton Boulevard for approximately 3.5 miles. Immediately after crossing the bridge over the Lafayette River, you will see on your left a blue sign noting the entrance to the Lafayette River Complex. Be prepared to show your ID for entrance. After checking in for your AT you will proceed to the Personnel Support Detachment (PSD) at NAVSTA Norfolk for your standard processing. PSD is located in Building A48 on Powhatan Street immediately across the street from the BOQ. You will need to check in at Room 222 on the second deck. If you enter NAVSTA Norfolk through

Gate 2, Powhatan Street is several streets up on your right. After checking in with PSD, depending upon your situation, you may need to have your orders endorsed by the Galley. The Galley is located in Building I on Gilbert Street (parallel to Powhatan Street and two streets closer to Gate 2). Coming through Gate 2 turn right on Gilbert Street and the Galley will be on your left after you pass the first traffic light.

- For those performing their AT's at Navy Mobilization Processing Site, Norfolk:

At 0730 on your reporting date, you will need to check in with the Officer-in-Charge for the Navy Mobilization Processing Site at NAVSTA Norfolk. NMPS is located on the second deck of Building J-50. To locate Building J-50, enter NAVSTA Norfolk through Gate 2 and turn right on Gilbert Street. Building J-50 will be the first building on your right after the first traffic light. After getting settled in, please call me at 757-322-2769 (if I am not in please leave a voicemail message) letting me know your evening telephone number (or cellphone number) so I may contact you during or after work in case of emergency.

- For those performing their AT's at locations other than COMNAVREG MIDLANT Headquarters:

You will first need to check in at PSD and then possibly at the Galley. For building numbers and directions, see the previous paragraph. After checking in at PSD and the Galley, you are directed to proceed to your prearranged work center and report for duty. After reporting for duty, call the RLO at 322-2769 to inform that you have done so and be ready to provide work and residence telephone numbers should an emergency arise. Should the RLO not be in his office, please leave a message.

Note: Personal weapons of any type are not permitted on military property.

Check Out

For those performing their AT's at COMNAVREG MIDLANT Headquarters:

You will need to check out with the Reserve Liaison Officer in office 1310A of Building A at COMNAVREG MIDLANT Headquarters and with the Command MILPERS Manager, Mr. David Nixon in office 1310.

Officers performing AT's between 10 – 90 days will receive Not Observed fitness reports with a list of activities and accomplishments noted in Block 41. Therefore, officers will need to provide all standard information required for the top of their fitness report.

Enlisted personnel will receive a Performance Item Memorandum (PIM) listing activities and accomplishments that will need to be given to their unit's Commanding Officer in order to include their activities and accomplishments in their annual Enlisted Evaluation.

For those performing their AT's at locations other than COMNAVREG MIDLANT Headquarters:

When a Fitness Report or PIM is provided to the member, please provide a copy to the COMNAVREG MIDLANT Reserve Liaison Officer in order that office to maintain statistics on days worked, activities engaged in, and accomplishments. Please fax this information to the RLO's attention at 757-445-9384 prior to securing.

Security Clearance

A security clearance is generally not necessary for most work at COMNAVREG MIDLANT. Should your work require you to possess a particular security clearance, you would have been

notified of this fact prior to requesting orders via NOWS. Should a security clearance be required, an official Visit Request (OPNAV 5521/27) needs to be completed by your Naval Reserve Center and faxed to Mr. David Nixon at 757-445-9384 several days prior to your reporting aboard in order to verify your security clearance. Note: Visit Requests may not be hand delivered by the member to the Command. For a copy of OPNAV 5521/27 go to

http://www.scsc.navy.mil/slibrary/5521_27.pdf

Physical Fitness

Each Tuesday and Thursday at 0730 (weather permitting), physical Fitness activities are conducted for all military personnel working at COMNAVREG MIDLANT headquarters including Navy Reservists performing AT. PT is conducted on the helicopter pad behind the Lafayette River Complex. If you will not be performing your AT at COMNAVREG MIDLANT Headquarters, you will need to participate in the PT program of the Command with which you will be working. In addition to scheduled PT opportunities, there exist several Navy fitness centers in the area. COMNAVREG MIDLANT headquarters has a fitness center in its basement along with locker and shower facilities. NAVSTA Norfolk has several fitness centers which that have weights, treadmills, stairsteppers, and other physical fitness equipment.

Liberty and Off-Hours Activities

<http://www.nsa-norva.navy.mil/mwr/mwr-cover.htm>

<http://www.nsa-norva.navy.mil/ffsc/index.html>

In the majority of cases, your duty will permit you to have some liberty and if granted, may be on the weekend. However, your work schedule is at the discretion of your work supervisor and may not include liberty periods. While you are here, there are a host of opportunities for off-hours entertainment and education.

While we want you to have an enriching and enjoyable AT period with us, it is of utmost importance that you enjoy yourself responsibly. If you will be drinking, arrange for a designated driver or for alternative transportation. Remember, you are a representative of the Navy, the Naval Reserve, and COMNAVREG MIDLANT and your personal actions should reflect positively on them and on yourself. Be safe!

Navy Exchange and Commissary

http://www.navy-nex.com/exchange/united_states/virginia/norfolk.html

http://www.navstanorva.navy.mil/COMMANDS/OTHER_ORG/COMMISSARY/commissary.htm

The Norfolk Navy Exchange is the largest NEX complex in the world and the Commissary is located immediately next to it. The NEX / Commissary is located off-base and may be reached by going off the base through Gate 2. Proceeding for nearly ¾ mile down Hampton Boulevard and turning left at the Pass and ID office.

Medical and Dental Clinics

<http://www-nmcp.mar.med.navy.mil/sewellspt/index.asp>

Close to the Navy Exchange Mall and Commissary are the Sewell's Point Medical and Dental Clinics. These are excellent facilities which serve the NAVSTA Norfolk personnel.

The Flagship

<http://www.flagshipnews.com/>

The Flagship is a newspaper produced by Commander Navy Region Mid-Atlantic staff. The editorial content of this newspaper and any supplement is prepared, edited and provided by the public affairs office of Commander Navy Region Mid-Atlantic